

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 33-13**

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Communications and Information

VISUAL INFORMATION (VI) (HQ AFSPC/SCX)

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This checklist reflects Command requirements for effective and efficient management of visual information programs.

SUMMARY OF REVISIONS

This checklist has been revised to update references. A bar (|) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to visual information. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. The publication establishes a baseline checklist that will be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See **Attachment 1**.

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Director, Communications and Information

Attachment 1

VISUAL INFORMATION (MAJCOM/UNIT)

Table A1.1. Checklist.

SECTION 1: VISUAL INFORMATION (VI) (MAJCOM)			
<p>MISSION STATEMENT: Provide staff management of VI programs and activities to make sure VI policy is implemented. The VI management office also establishes VI policy to meet all levels of command mission requirements.</p> <p>NOTE: All references are from AFI 33-117, <i>Visual Information Management</i>, unless otherwise stated.</p>			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are financial plans from all units reviewed to ensure support of operational requirements? (Chap 1, para 1.4.3.)			
1.1.2. Do VI requirements in Command Program Objective Memorandum reflect requirements for the future? (Chap 1, para 1.4.2.)			
1.1.3. Has a Defense VI activity number been established for each authorized activity? (Chap 1, para 1.7.)			
1.2. NONCRITICAL ITEMS:	YES	NO	N/A
1.2.1. Has an annual Visual Information Equipment Plan been developed and sent forward to AF/ILCO? (Chap 3, para 3.3.)			
SECTION 2: VISUAL INFORMATION (VI) (UNIT SUPPORT)			
<p>MISSION STATEMENT: To provide users timely and quality visual information support.</p> <p>NOTE: All references are from AFI 33-117, <i>Visual Information Management</i>, unless otherwise stated.</p>			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Have Base Visual Information Managers been appointed at each unit? (Chap 1, para 1.6.1.)			
2.1.2. Did the unit provide quality imagery in support of customer requests? (Chap 1, para 1.6.2.9.1.)			
2.1.3. Has a list of products and services specifying expected turnaround times been categorized and published? (Chap 1, para 1.6.2.9.2.)			

2.1. CRITICAL ITEMS (Cont):	YES	NO	N/A
2.1.4. Has a priority system that identifies urgency, mission impact, agencies supported, task complexity, and resources available been developed and published? (Chap 1, para 1.6.2.9.3.)			
2.1.5. Has an annual Visual Information Equipment Plan been developed and sent forward to the MAJCOM VI Manager? (Chap 3, para 3.3.)			
2.2. NONCRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are work order requests submitted for official purposes? (Chap 1, para 1.10)			
2.2.2. Are work orders completed in a timely manner? (Chap 1, Para 1.6.2.9.3.)			
2.2.3. Is effective management in place to sustain current requirements and to resolve deficiencies if they arise? (Chap 1, para 1.6.)			
2.2.4. Have host tenant support agreements been reviewed and approved in a timely manner? (Chap 1, para 1.6.2.8.)			
2.2.5. Have programs been established to submit images to the Air Force Accessioning Center on a quarterly basis? (Chap 6, para 6.3.2. & 6.6.2.1.)			
2.2.6. Did the unit have procedures in place to notify/recall alert photographer for emergency requirements? (AFI 33-117, Chap 2, para 2.1.1.3.)			